

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## OVEN

MECHANIC  
SIGNATURE: *Deen* *Rowe*

DATE: 15/23

START TIME: 945 Am

FINISH TIME: 945 AM

## ACTIVITY AND BLDG

**NY023-200**

LOCATION: Building 202

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Preventive maintenance services, should be performed by a qualified manufacturer's service representative.			
2	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.			
3	Review manufacturer's instructions.			
4	Notify cafeteria operator and get permission prior to performing all maintenance.			
5	If any safety deficiencies are found which could cause injury or damage, notify the cafeteria operator immediately and secure the equipment from further operations.			
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.			
2	Check all controls, mechanisms for proper operation; adjust as required.			
3	Examine utility supply line, piping, valve packing, specialties, and insulation; look for leaks.			
4	Check electric power line condition, switch, disconnect, etc.; or check condition of gas supply, valves, regulators, and inspect pilot, check for Gas leaks.			
5	Check and clean fan blades for convection ovens.			
6	Check to ensure ovens and oven racks are level			
7	Check the operation of thermostats; calibrate if required			
8	Clean and adjust gas burners.			
9	Check safety pilot and solenoid.			
10	Clean and adjust pilot light assembly.			
11	Check flue for proper draft or obstructions.			
12	Lubricate gas valves.			

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TIDEWATER-KTCH-OVN-01

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
13	Tighten all electrical connections in panels, junction boxes, final connections, etc.			
14	Clean interior walls and elements to obtain maximum heat transfer.			
15	Check gaskets and seals; check doors for tightness and warping; lubricate hinges and repair as necessary.			
16	Examine handles, knobs and controls for tightness and safe condition.			

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

**Additional Notes:**

Building 200 Under Construction